

**MISSOURI DEPARTMENT OF CORRECTIONS**  
**Job Opportunity Announcement**

**Date:** January 9, 2007

**Position Title:** Adult Basic Education Director/Vocational Work Site Supervisor

**Description of Position:**

This position is responsible for the supervision and management of the adult Basic Education and G.E. D. Program at Western Reception Diagnostic Correctional Center. Responsibilities include but are not limited to; supervising all functions of the Adult Basic Education Department, selection and management of certifies and clerical personnel, preparation of annual program proposal and budget, assist Director of Special Education in monitoring special education compliance, establishing and manage procedures for all effective operational functions for the Adult Basic Education Program.

**Minimum Qualifications:**

Must hold an M.S. in School Administration and hold a valid teaching and principal certification from the Missouri Department of Elementary and Secondary Education and a minimum of two years relative supervisory experience.

Qualified applicants must submit a letter of interest specifying salary requirements, resume, and names, addresses (including e-mail address), and phone numbers of three professional references to:

Missouri Western State University  
4525 Downs Drive, P-117  
St. Joseph, MO 64507  
[recruitment@missouriwestern.edu](mailto:recruitment@missouriwestern.edu)

Review of applications will begin January 16, 2007 to receive full consideration please submit your materials by January 19, 2007. AA/EOE